

# SIKKIM

## GOVERNMENT GAZETTE



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No. 54

GOVERNMENT OF SIKKIM,  
DEPARTMENT OF LABOUR  
GANGTOK

### NOTIFICATION

No.12/DL

Dated:07.02.2013

Whereas the draft of the Sikkim Employees State Insurance Court Rules 1996 was published as required under the clause (a) to(c) of sub-section (1) of section 96 of the Employees State Insurance Act, 1948, (34 of 1948) in the Sikkim Government Extraordinary Gazette No. 128 dated-11<sup>th</sup> September 1996 inviting objections and suggestions from all persons likely to be effected thereby, till the expiry of a period of 45 days from the date of publication of the said notification in the official Gazette.

And whereas no objections and suggestions have been received from any person on the draft;

Now, therefore, in exercise of power conferred by clause (a) to(c) of sub-section (1) of section 96 of the said Act, the State Government in consultation with the Employees State Insurance Corporation hereby makes the following rules, namely;

### The Sikkim Employees State Insurance Court Rules, 2012.

#### CHAPTER I

**Short title and  
commencement**

1. (1) These rules may be called the Sikkim Employees State Insurance Court Rules, 2012.  
(2) They shall come into force from the date of their publication in the Official Gazette.

**Definitions**

2. In these Rules, unless there is any thing repugnant to the subject or context:-
  - (a) "Act" means the Employees' State Insurance Act, 1948.
  - (b) "Court" means an Employees' Insurance Court constituted under section 74 of the Act;
  - (c) "Form" means a form appended to these rules;
  - (d) "State Government" means the Government of Sikkim;
  - (e) "High Court" means the High Court of Sikkim;

(f) "Section" means the section of the Act.

All other words and expression used herein and not defined shall have the same meanings as assigned to them in the Act.

- |  |    |   |
|--|----|---|
| <b>Constitution of the Courts and place of sitting</b>                                     | 3. | (1) A Court shall ordinarily consist of one Judge:<br>Provided that the State Government may, after consultation with the Corporation, by notification in the Official Gazette, appoint two or more Judges to a Court for any particular proceeding or class of proceedings and for such period as may be specified in the notification.<br><br>(2) Subject to the provision of rule (6), a Court shall sit at such place or places and at such time as the State Government may, after consultation with the Corporation from time to time specify.  |
| <b>Constitution of the Presiding Officer of a Civil or Criminal Court as a Court</b>       | 4. | The State Government may Constitute the Presiding Officer of any Civil or Criminal Court in the State as a Court for the purpose of the Act and such Presiding Officer shall thereupon discharge the function of the Court in addition to his own duties.   |
| <b>Distribution of business where there are more Courts than one</b>                       | 5. | Where more than one Court is constituted for the same local area, the State Government may, after consultation with Corporation by a general or special order, distribute business among them.  |
| <b>Fixing of time of sitting etc. where there is one Court for two or more local areas</b> | 6. | (1) Where one Court is constituted for two or more local areas, the Court shall, subject to the approval of the State Government appoint the time at which the Court shall sit in respect of each local area or in respect of any class of proceedings under the Act.<br><br>(2) A notice of the time appoint under sub-rule (1) shall be published in such a manner as the State Government may from time to time direct.  |
| <b>Procedure where there are more Judges than one.</b>                                     | 7. | (1) Where more than one Judge have been appointed to a Court, the State Government shall specify their rank and Precedence.<br><br>(2) The Senior Judge for the time being shall, from time to time, make such arrangements, as he thinks fit, for the distribution of business of the Court among the Judges thereof.<br><br>(3) When two or more Judges, sitting together differ on any question, the opinion of the majority of such Judges shall prevail, where there is no majority, the opinion of the senior most Judge shall, unless the State Government otherwise directs, prevail. |
| <b>Abolition, etc. of a Court</b>  | 8. | The State Government may, with the consent of the Corporation, by notification in the Official Gazette abolish any Court, or by alike notification alter the Jurisdiction of any Court.   |
| <b>Appointment salaries, allowances, Conditions of service of Judges etc.</b>              | 9. | (1) The State Government may, appoint a person qualified under section 74 of the Act to be a Judge of a Court.<br><br>(2) A Judge shall receive such salary and allowances as the State Government may, after Consultation with the Corporation and that High Court from time to time, determine.   |

- (3) A Judge shall receive dearness allowance and such other allowances at such rates and subject to such conditions as are applicable to Officers of the Government of a corresponding rank stationed at the same place. A Judge shall be entitled to leave and leave salary under the Leave Rules which may from time to time be applicable to other State Government servants of similar status and drawing similar emoluments.
- (4) A Judge shall be entitled to travelling allowance for journeys performed on official business in accordance with the scale applicable to the class of officers to which in the opinion of the State Government such Judge belongs.
- (5) A Judge shall be subject to such other conditions of service as the State Government may, after consultation with the Corporation and the High Court determine.
- (6) Notwithstanding anything contained in sub-rules(2),(3) (4) and(5), the pay, allowances and other conditions of service of Judge, if he is a person already in the service, shall be such as the State Government after consultation with the corporation and with the approval of the High Court, by general or special order from time to time, determine.
- (7) Where the State Government confers the powers of a Court on the Presiding Officer of a Civil or Criminal Court, the Presiding Officer may be paid such additional allowance as the State Government may after consultation with the Corporation determine.

**Appointment  
of other  
Officers and  
Subordinate  
staff**

**10.**

- (1) The State Government may with the consent of the Corporation appoint such ministerial officers and other subordinate staff as may be necessary for the exercise and performance of the powers and duties conferred and imposed on a Court by or under the Act.
- (2) The Ministerial Officers and the subordinate staff of a Court shall exercise such powers and discharge such duties as the Judges or, if there are more Judges than one, the senior Judge may, subject to any order of the State Government from time to time direct.
- (3) The Ministerial Officers and the subordinate staff of the Court shall, subject to such conditions of service draw such salaries and other emoluments and receive such benefits as may be fixed by the State Government after consultation with the Corporation and the High Court.

**Administrative  
control of the  
High Court**

**11.**

- A Court shall be Subject to the administrative control and Superintendence of the High Court and shall:-
- (a) Keep such registers, books and account as the High Court may from time to time direct, and
  - (b) Comply with such requisitions as may be made by the High Court or the State Government for submission of service records, returns and statements in such forms and in such manner as the authority making the requisition directs.

**Seal.**

**12.**

- A Court shall keep a seal of such size, dimension and design as the State Government may, direct.

## CHAPTER II

## PROCEDURE AND EXECUTION OF ORDERS

- |                                |            |  |
|--------------------------------|------------|--|
| <b>Application</b>             | <b>13.</b> | <ol style="list-style-type: none"> <li>(1) Every proceeding under section 75 shall be instituted by the presentation of an application to the Court.</li> <li>(2) Every such application shall be verified in the same manner as a pleading in Civil Court and shall be accompanied by two copies thereof.</li> <li>(3) An application under section 77 shall be presented in Form I and shall be duly stamped in accordance with these rules and shall contain the following particulars:- <ol style="list-style-type: none"> <li>(i) the name of the Court in which the application is brought;</li> <li>(ii) the full name including the father's name, description including age, occupation and place of residence of the party who present the application or the applicant;</li> <li>(iii) the full name including the father's name description including age, occupation and place of residence of the party from whom the applicant claims relief therein after referred to as the opposite party so far they can be ascertained;</li> <li>(iv) Where the applicant or the opposite party is a minor or a person of unsound mind, a statement to that effect and the full name, age, occupation and address of his or her next friend or guardian;</li> <li>(v) the facts constituting the cause of action and the date when it arose;</li> <li>(vi) the facts showing that the Court has jurisdiction;</li> <li>(vii) particulars giving the address within the jurisdiction of the Court at which notice or summons may be served on the applicant; and</li> <li>(viii) The relief which the applicant claims.</li> </ol> </li> <li>(4) The Court may summarily reject an application if it is not in accordance with sub rule (3).</li> </ol> |
| <b>Production of Document</b>  | <b>14.</b> | <ol style="list-style-type: none"> <li>(1) When any application is based upon a document, the document shall be appended to the application.</li> <li>(2) Any other documents which any party desires to tender in evidence, shall be produced at or before the first hearing.</li> <li>(3) Any document which is not produced at or within the time specified in sub-rule (1) or (2) as the case may be, shall not, without the permission of the Court, be admissible in evidence on behalf of the party who should have produced it.</li> <li>(4) All such documents shall be accompanied by an accurate list thereof prepared in the manner prescribed in Form 2.</li> <li>(5) Nothing in this rule shall apply to any document which is produced for the purpose of cross-examination of a witness or is handed over to a witness to refresh his memory.</li> </ol>   |
| <b>Register of application</b> | <b>15.</b> | <p>All applications shall be entered in a Register in Form 3 called the Register of proceedings. Such entries shall be serially numbered for every calendar year according to the order in which the applications are presented.</p>   |

- Place of suing**      16. In cases not falling under sub-section (1) of section 76, a proceeding against any person shall be instituted in the Court within the local limits of whose jurisdiction.
- (a) the opposite parties or each of the opposite parties where there are more than one, at the time of commencement of the proceedings actually and voluntarily resides or carries on business or personally works for gain; or
  - (b) any of the opposite parties, where there are more than one at the time of the commencement of the proceedings actually and voluntarily resides, or carries on business, or personally works for gain; Provided that in such case either the leave of the Court is given or the opposite parties who do not reside, or carry on business or personally work, for gain, as aforesaid, acquiesce in such institution, or
  - (c) The cause of action, wholly or in part, arose.
- Limitations**      17. (1) Every application to the Court shall be brought within three years from the date on which the cause of action arose or as the case may be the claim became due;  
Provided that the Court may entertain an application after the said period of three years if it is satisfied that the applicant had sufficient reasons for not making the application within the said period.
- (2) Subject as aforesaid the provisions of Part II and III of Indian Limitation Act, 1908 (XI of 1908) shall so far as may be, apply to every such application.
- Application presented to wrong Court**      18. (1) where on receiving an application it appears to the Court that it should be presented to another Court, It shall return it to the applicant after endorsing upon it the dates of the presentation and return, the reasons for returning it and the name of the Court to which it should be present.
- Proceedings involving disablement questions**      19. (1) If in any proceedings before the Courts a disablement question(as defined in section 54)arises and the decisions of Medical Board or a Medical Appeal Tribunal has not been obtained on the same and the decision of such question is necessary for the determination of the claim or question before the Court that Court shall direct the Corporation to have the question decided laid down in sub-section(2-A)of section 75 and shall thereafter proceed with the determination of the claim in question before it in accordance with sub-section(2-A)of Section-75.
- (2) Where it appears to the Court at any stage subsequent to the presentation of an application that the application should have been presented to another Court in the State, the first mentioned Court shall send the Application to the Court empowered to deal with it and shall inform the applicant and the opposite party, if he has received a copy of the application under rule 17 accordingly.
  - (3) The Court to which an application is transferred under sub-rule(2) may continue the proceedings as if the previous proceedings or any part of it had been taken before it, if it is satisfied that the interests of the parties will not thereby be prejudiced.

- |                                      |     |  |
|--------------------------------------|-----|--|
| <b>Issue of Summons</b>              | 20. | <p>(1) On receiving an application, the Court shall, ordinarily within three days there of cause to be sent to the opposite party a summon in Form 4 or Form 5, as the case may be, to appear and answer the application on a day not later than fifteen days from the date of issue of such summons:<br/>Provided that no such summons shall be issued when the opposite party has appeared at the presentation of the application and admitted the applicant's claim.</p> <p>(2) A Copy of the application shall also be sent along with the summons under sub-rule (1).</p>   |
| <b>Service of summons or notice</b>  | 21. | <p>(1) A summon or notice may, on payment of the required fee, be sent by the Court by which it is issued, either by registered post or in such other manner as the Court thinks fit.</p> <p>(2) Where the Court is satisfied that there is reason to believe that the opposite party is avoiding service or that for any reason, the summons or the notice cannot be served in the ordinary way, the Court shall order the summons or the notice to be served by affixing a copy thereof in some conspicuous place in the Court house and also some conspicuous place in the house, in which the opposite party is known to have last resided or carried on business or personally worked for gain or in such other manner as the Court thinks fit and service shall be as effectual as it had been made on the opposite party personally.</p> <p>(3) Where a summon or notice is served under sub-rule (2), the Court shall fix such time for the appearance of the opposite party as the circumstances of the case may require.</p>   |
| <b>Additional matters in summons</b> | 22. | <p>The Court shall determine at the time of issuing the summons, whether it shall be for the settlement of the issues only or for the final disposal of the application or for both and the summons shall contain direction accordingly. The Court may also call upon the parties to produce any evidence which they wish to tender.</p>   |
| <b>Written statement</b>             | 23. | <p>(1) The opposite party may, and if so required by the Court, shall, at or before the first hearing or within such time as the Court may permit, present a written statement of his defence along with the documents on which he relied and an accurate list thereof in form 2.</p> <p>(2) Every such written statement shall be verified in the same manner as a pleading in Civil Court and shall be accompanied by two copies thereof.</p> <p>(3) In every written statement submitted under sub-rule (1), the opposite party shall deal specifically with each allegation of facts alleged by the applicant, of which he admits or does not admit or denies the truth. The written statement shall also contain all matters which show that the application is not maintainable and all such grounds of defence as, if not raised, would be likely to take the applicant by surprise or would raise issues of fact not raising out of the application as for instance, fraud, undue influence or coercion, release, payment, performance or facts showing illegality of the transaction.</p> |

***Failure to  
present written  
statement called  
for by the Court***

**24.**

Where any party from whom a written statement is required fails to present the same within the time fixed by the Court, the Court may pronounce judgment against it or make such order in relation to the proceedings as it thinks fit.

***Framing of issues*** **25.**

- (1) At the first hearing of the application after the summon is served, the Court shall, after considering the application and the written statement, if any, or after such examination of the parties or any person or any document as may appear necessary, ascertain upon what material proposition of fact or of law the parties are at variance and shall thereupon proceed to frame and record the issues upon which the right decision appears to depend.
- (2) In recording the issues, the Court shall distinguish between those issues which in its opinion concern points of fact and those which concern points of law.
- (3) The Court may, in the like manner, at any time before passing its final order add to, strike out from or in any way amend the issues on such terms as it may think fit.

***Order where  
parties are not  
at issue***

**26.**

Where at any hearing of the case it appears that the parties are not at issue on any question of law or of fact, the Court may, at once pronounce its final order.

***Appearance of  
parties and  
consequences of  
non- appearance***

**27.**

- (1) On the day fixed in the summons for the opposite party to appear and answer, the parties shall be in attendance in Court in person or by their respective legal practitioner or any other person authorized under section 79 and the application shall then be heard unless the hearing is adjourned by the Court.
- (2) When neither party appears when the application is called for hearing, the Court may, make an order that the application be dismissed.
- (3) When the opposite party appears and the applicant does not appear when the application is called for hearing, the Court shall, make an order that the application be dismissed unless the opposite party admits the claim or part thereof in which case the Court shall make an order against the opposite party upon such admission and where only part of the claim has been admitted, it shall dismiss the case so far as it relates to the remainder.
- (4) Where the applicant appears and the opposite party after receiving the summons fails to appear when the application is called for hearing, the Court may proceed ex- parte.
- (5) Where the application is wholly or partly dismissed under sub-rule (2) or (3), the applicant may within thirty days of such dismissal apply in Form 6 supported with an affidavit for an order to set the dismissal aside and the Court shall, if it is satisfied that he was prevented from appearing when the proceeding was called for hearing due to any sufficient cause, make an order setting aside the dismissal upon such terms as to costs or otherwise as it thinks fit and may proceed with the case or appoint a day for proceeding with the same; Provided that no order under this sub- rule shall be

made in respect of an application which is dismissed under sub-rule (3) unless notice of the application has been served in Form 7 on the opposite party.

- (6) In any application in which an ex- parte order has been passed against the opposite party, he may within thirty days from the date of such order apply in Form 6 to the Court which passed the order to set it aside and if the Court is satisfied that he was prevented from appearing when the proceeding was called for hearing due to any sufficient cause, it shall after serving notice thereof to the applicant in Form 7 make an order setting aside the order upon terms as to costs or otherwise as it thinks fit and may proceed with the hearing of the case or appoint a day for proceeding with the same.

***Summoning  
of witness***

28. (1) At the time after the framing of the issues, the Court may, call upon the parties to produce their evidence in support of the issues.
- (2) The Court may, on the application of either party, issue summon in Form 8 to any witness directing him to attend or to produce any documents.
- (3) The Court may, before summoning any witness on application under sub- rule (2) require that his reasonable expenses to be incurred in attending the Court be deposited with it.

***Grant of time  
and adjournment  
of hearing***

29. (1) The Court may, if sufficient cause is shown at any stage of application, grant time to the parties or to any of them and may from time to time, adjourn the hearing of the application.
- (2) In every such adjournment the Court shall fix a day not exceeding fifteen days from the date on which such adjournment is made for the further hearing of the application and may make such order as it thinks fit with respect to the costs occasioned by the adjournment. Provided that when the hearing of the evidence has once begun the hearing of the application shall be continued from day to day until all the witness in attendance have been examined, unless the Court finds the adjournment of the hearing beyond the following day to be necessary for reasons to be recorded.

***Right to begin  
proceedings***

30. The applicant has right to begin unless the opposite party admits the facts alleged by the applicant and contends that either in point of law or on some additional facts alleged by the opposite party, the applicant is not entitled to the relief which he seeks, in which case the opposite party has the right to begin.

***Statement and  
production of  
evidence***

31. (1) On the day fixed for the hearing of the application or any other day to which the hearing is adjourned, the party having the right to begin shall state his case, and produce his evidence in support of the issues which he is bound to prove.
- (2) The other party shall then state his case and produce his evidence, if any, and may then address the Court generally on the whole case
- (3) The party beginning may then reply generally on the whole case.

- Method of recording evidence** 32. The evidence of each witness shall be taken down in writing by the Judge or where there is more than one Judge, by the Junior in the language of the Court, not ordinarily in the form of question and answer but in that of a narrative, and when completed, shall be read over or translated, where necessary, in the presence of such Judge to the witness, and such Judge shall, if necessary, correct the same and sign it.
- Recall of a witness** 33. The Court may, at any stage of a proceeding recall any witness who has been examined and may put such questions to him as the Court thinks fit.
- Inspection by Court** 34. The Court may, at any stage of a proceeding inspect any property or thing concerning which any question may arise.
- Pronouncement of order** 35. The Court, after the application has been heard, shall pronounce its final order in open Court either at once or on some further day, of which due notice shall be given to the parties.
- Signing of order** 36. The final order shall be dated and signed in open Court at the time of pronouncing it and, when once signed, shall not afterwards be altered or added to, save in the case of clerical or arithmetical mistakes arising from any accidental slip or omission.
- Statement of decision on each issues** 37. In cases in which the issues have been framed, the Court shall state its finding or decision, with the reasons therefore, upon each separate issue, unless the finding upon any one or more of the issues is sufficient for the decision of the case.
- Compromise of suit** 38. Where it is proved to the satisfaction of the Court that a case has been adjusted wholly or in part by any lawful agreement or compromise or where the opposite party satisfies the applicant in respect of the whole or any part of the subject matter of the case, the Court shall order such agreement compromise, or satisfaction to be recorded and shall pass a final order, in accordance therewith so far as it relates to the case.
- Finality of order** 39. Save as provided in section 82, the order of a Court shall be final and binding upon the parties.
- Costs, decree etc.** 40. (1) The costs of incidental to the application shall be in the discretion of the Court and the Court shall have full powers to determine by whom or out of what property and to what extent such costs are to be paid and to give all necessary directions for the purpose aforesaid. The facts that the Court has no jurisdiction to try the case shall be no bar to the exercise of such powers.  
(2) Where the Court directs any cost shall not follow the event, the Court shall state its reasons in writing.
- Contents of the decree** 41. (1) A decree in Form-9 shall be prepared in conformity with the order made by the Court. It shall contain the number of the application, the name and description of the party, the particulars of the claims and shall specify clearly the relief granted or other determination of the proceeding.

(2) The decree shall also state the amount of costs incurred in the proceeding and by whom and in what proportions such cost are to be paid.

(3) The Court may, direct that the cost payable to one party by the other shall be set up against any sum which is admitted or found to be due from the former to the latter.

**Certified copies  
of order decree etc.  
to be furnished**

42.

(1) Certified copies of the final order, decree or any other order or matter on the cost shall be furnished to the parties on application to the Court and at their expenses.

(2) If any party requires copies of any order, decree or any other matter on record made by or furnished to the Court as the case may be, to be supplied to him within forty eight hours of the submission of an application therefore to the Court, he shall pay an additional fee of Rs 5.00 for each such copy.

(3) If any party applies for copies of any order, decree or any other matters on record made by or furnished to the Court as the case may be after the expiry of twelve months from the date of such making or furnishing, as the case may be, he shall pay an additional searching fee of Rs. 10.00

**Execution.**

43.

(1) Any person in whose favour an order has been passed shall, within one year from the date of the order, apply in 'Form10' to the Court which made the order.

(2) On such application being made, the Court shall send the same together with the necessary record to a Civil Court of competent jurisdiction for its execution and such Court shall have the same power in executing such order as if has been passed by it.

**Communication of  
fact of execution  
or otherwise**

44.

The Court to which a decree is sent for execution shall certify to the Court which passed it the fact of such execution or where that Court fails to execute the same, the circumstances attending such failure.

**Fees and cost**

45.

(1) The fee payable on an application in respect of any matter referred to in section 75 shall be ten rupees.

(2) Subject to the provisions hereinafter mentioned in these rules, the fee payable in respect of any other application except a written statement called for by the Court under this rules shall be five rupees only.

Provided that the fee for an application for obtaining a copy of translation of any documents on record or statement, order or decree presented to or made before or by the Court, as the case may be, shall be rupees five only.

(3) The fee for copies of any documents on record or statement or order or decree shall be such as may from time to time be determined by the Govt. after consultation with the Corporation.

(4) The fee for any authorization for the appearance of any person under section 79 on behalf of any of the parties in a case shall be rupees ten.

(5) The fee for filing certified copies of any documents in a Court shall be rupees ten only.

**FORM 1**

(See rule 13)

In the Employees insurance, Court at \_\_\_\_\_

A.B (address, description and residence) \_\_\_\_\_

\_\_\_\_\_ applicant \_\_\_\_\_

C.D (Address, description and residence against) \_\_\_\_\_

\_\_\_\_\_  
The statement of facts contained in this application is to the best of my knowledge and belief, true and correct.

Other particulars of the application specified, specified in rule 12 \_\_\_\_\_

Signature of applicant

DATED.....

**(Verification by the applicant)**

The statement of facts contained in this application is to the best of my knowledge and belief true and correct.

Signature

Dated \_\_\_\_\_

\_\_\_\_\_

- (6) All fees referred to in this rule and rule 42 shall be collected by means of Court fee stamps used in ordinary Courts and no documents which ought to bear stamps under these rules shall be of any validity unless and until it is properly stamped:

Provided that where any such documents is by mistake or inadvertence received, filed or used in a Court without being properly stamped, the Court may, if it thinks fit, order that such documents be stamped as it may direct and on such documents being stamped accordingly the same and every proceeding relating thereto shall be as valid as if it had been properly stamped in the first instance.

- (7) No document requiring a stamp under this rule shall be acted upon in any proceeding in a Court until the stamp has been cancelled.

**Payment of  
costs of services  
of summons etc**

46. (1) The costs of service of summons or notice or the expenses of the witnesses in any case or the fee payable in respect of any matter not referred to in rule 42 shall be such amount as may be specified in each case by the Court, and such amount or any other sum of money payable under these rules shall be paid in such manner and within such time as it may specify therefore.
- 2) Any amount which is left over after meeting the expenses, if any, for which it was intended, shall be returned by the Court to the party by whom or on whose behalf the amount was originally paid in the Court.
- (3) The Court shall maintain proper accounts of the amount received and disbursed under sub- rule (1).

**Fees and  
costs of poor  
persons**

47. The Court may, whenever it thinks fit, receive and register proceedings instituted under the Act and applications made under these rules, by persons who are paupers, and may issue summons or notice on behalf of such persons, without payment or on a part payment of the fees and costs mentioned in rules 45 and 46.

**MISCELLANEOUS  
CHAPTER IV**

**Provisions in the 48.  
Code of Civil  
Procedure, 1908)  
(V of 1908 )etc  
to apply.**

In respect of matters relating to procedure or admission of evidence, for which no specific provision is made in these rules, the provisions of the Code of Civil Procedure, 1908 (V of 1908) including the rules made there under and the Indian Evidence Act, 1872 (I of 1872) shall, so far as may be applied to proceedings under the Act.

**C.T Wangdi, SCS,  
SECRETARY  
LABOUR DEPARTMENT  
GOVERNMENT OF SIKKIM  
GANGTOK  
(F. NO.DL/15(1A)/12-13)**

## FORM 2

(See rule 14 and 23)

List of documents produced by Applicant/ opposite party

(Title) e.g. Description, subject, name of the Court, No.etc.

No.	Description of documents.	Date if any, which the Documents bear any	Signature of party or pleader or any authorized representative.
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# FORM 3

**(SEE RULE 15)**

## Register of Proceedings

**Employees' Insurance court at.....**

### Register of Proceedings in the year

**19.....**

APPLICATION	OPPOSITE PARTY	CLAIM	APPEARANCE	FINAL ORDER	APPEAL	EXECUTION	OTHER	REMARKS	IF ANY
Date of present application	No. of proceeding	Name	Description	place of residence	Name	Description	Place of residence	Particulars	Amount of value, if any
When the cause of action accrued	Day for parties to appear	Applicant	Opposite parties	Date	For whom	For what, or amount	Date of decision of appeal if any	Judgement in appeal	Date of Application
Against whom	For what, amount of money	Amount of Cost	Date of order transferring to another Civil	At.....	Court of.....				

**FROM 4**

**(See rule 20)**

**SUMMONS OR DISPOSAL OF PROCEEDINGS**

**(Title)**

To  
(Name , description and place of residence)

Whereas.....has instituted proceedings against you for.....you are hereby summoned to appear in this Court in person or by authorized agent duly instructed and able to answer all material questions relating to the case, or who shall be accompanied by some person able to answer all such question relating to the case, or who shall be accompanied by some person able to answer all such questions at .....o'clock in the .....Noon on the.....

Day of .....20.....to answer the claims, and as the day fixed for your appearance is appointed for the final disposal of the proceedings, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

Take notice, that, in default of your appearance on the day before mentioned, the case will be heard and determined in your absence.

Given under my hand and the seal of the Court this.....day of.....20.....  
Court

Notice- Should you apprehend your witnesses will not attend of their own accord, you can have a summon from this Court to compel the attendance of any witness and the production of any document that you have a right to call upon the witness to produce, on applying to the Court and on depositing the necessary expenses.

2. If you admit the claim, you should pay the money to the Court together with the cost of the proceedings to avoid execution on the decree which may be against your person or property, or both.

**FORM 5**

**(see rule 20)**

**SUMMONS FOR SETTLEMENT OF ISSUES**

To,

Whereas.....has  
instituted proceedings against you for.....you are  
hereby summoned to appear in the Court in person, or by an authorized agent duly instructed, and  
able to answer all material questions relating to the proceedings, or who shall be accompanied by  
some person able to answer such questions, at.....o' clock in the  
.....Noon on the .....day of  
.....20..... to answer the claim, and you are directed to produce  
on the day all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before mentioned, the case will be  
heard and determined in your absence.

Given under my hand and the seal of the Court this.....day  
of .....20.....

**COURT**

**Notice-** should you apprehend your witness will not attend of their own accord, you can have a  
summon from this Court to compel the attendance of any witness and the production of any documents  
that you have a right to call upon the witness to produce on applying to the Court and on depositing the  
necessary expenses.

2. If you admit the claim, you should pay the money to the Court together with the cost of the suits, to  
avoid execution of the decree, which may be against your person or property or both

**FORM 7**  
(See rule 27)  
General Form  
TITLE

To

Whereas the above named.....  
has made application to this Court that.....you are  
hereby summoned to appear in this Court in person or by a pleader duly instructed  
at \_\_\_\_\_ 0'clock in the \_\_\_\_\_ noon, on  
the \_\_\_\_\_ day of 20 \_\_\_\_\_ to  
show cause against the application failing which, the said application will be heard and determined ex-  
parte.

Given under my hand and the seal of the Court, this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_\_

Court.....

**FORM 6**

**(See rule 27)**

**TITLE**

**Subject:-**Application for setting aside the dismissal order.

The.....above  
named states as follows:

(The grounds of application should be stated)

Date.....Signature of  
the applicant.....Verification by the applicant.

The Statement of facts contained in the application is to best of my knowledge and belief, true and correct.

Date.....

Place.....

Signature

**FORM 8**

(See rule 28)

**Summons to Witness**  
**TITLE**

To

Whereas your attendance is required \_\_\_\_\_ on behalf  
of the \_\_\_\_\_ in the above proceedings, you are hereby  
required (personally) to appear before this Court on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ O'Clock in the \_\_\_\_\_ noon,  
and to bring with you (or to send to this Court) \_\_\_\_\_.

A sum of RS \_\_\_\_\_ being your travelling and other expenses and subsistence  
allowance for the day, is deposited with this Court and will be tendered to you on the day you  
appear before the Court. If you fail to comply with this Court order without lawful excuse, you  
will be subjected to the consequence of non-attendance laid down in rule 12 of order XVI of  
the Code of Civil Procedure 1908 (V of 1908)

Given under my hand and the seal of the Court this \_\_\_\_\_ day of \_\_\_\_\_ 20  
Court \_\_\_\_\_

**Notice:** If you are summoned only to produce a document and not to give evidence, you shall  
be deemed to have complied with the summons if you cause such document to be produced in  
the Court on the date and Hour aforesaid.

2. If you are detained beyond the aforesaid date and hour a sum of  
Rs. \_\_\_\_\_ will be tendered to you for each day's attendance beyond the  
day specified.

**FORM 9**  
(See rule 41)  
Decree in case  
**CLAIM FOR TITLE**

This case coming in this day for final disposal before \_\_\_\_\_ in  
the presence of \_\_\_\_\_ for the applicant and of \_\_\_\_\_ and  
decreed that \_\_\_\_\_ and that the sum of Rs. \_\_\_\_\_ be  
paid by the \_\_\_\_\_ to the \_\_\_\_\_ on account of the costs of this suit, with  
interest thereon at the rate of \_\_\_\_\_ percent per annum  
from this date to the date of realisation.

Given under my hand and the seal of the Court this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Court.....

**COST OF SUIT**

Rs. P.

Rs. P.

Stamp for application  
Stamp for power  
Stamp for exhibits  
Pleader's fee  
Subsistence to witness  
Commissioner's fee  
Service of Summons and Notice

Stamp for power  
Stamp for written statement  
Pleader's fee  
Subsistence for witness  
Service of a summon and Notice  
Commissioner's fee

Total.....

Total.....

**FORM 10**  
**(See Rule 43)**

Application for the execution of the decree  
In the Court of.....decree holder, hereby applies for execution of the decree herein  
below set forth

<b>1</b>	Number of proceeding
<b>2</b>	Name/s of party/ies
<b>3</b>	Date of Decree
<b>4</b>	Whether any appeal preferred from
<b>5</b>	Payment or adjustment made, in any
<b>6</b>	Previous application, if any with date and result
<b>7</b>	Amount with interest due upon the decree or other relief together with particulars of any cross decree
<b>8</b>	Amount of costs, if any awarded
<b>9</b>	Against whom to be executed
<b>10</b>	

Mode in which the assistance of the Court is required

I .....declare that what is stated herein is true to the best of my knowledge and belief

Dated the .....day of.....20.....

Signed.....

